

## **DIRECTOR OF EMERGENCY MEDICAL SERVICES**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a highly responsible administrative position in the Emergency Medical Services (EMS) Division of the Fire Department, the primary duty of which includes assisting the Fire Chief in monitoring EMS programs, policies, and procedures. The Director of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; makes recommendations for maintaining competency of all personnel performing EMS functions; provides training in order to assure compliance with established standards; and maintains division records to assure conformance with accepted medical and EMS protocol. The employee of this class has no day-to-day supervisory authority over line personnel; however, functional supervision may be assigned at the emergency scene under the Incident Command System. The Director of Emergency Medical Services works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department Emergency Medical Services Division. Assists the Fire Chief in the development of policies and objectives, and recommends policy decisions to the Fire Chief for fire department emergency medical services and EMS training. Distributes information concerning EMS departmental policies and procedures, and all current administrative changes as directed. Investigates complaints against personnel performing emergency medical services and formulates a recommendation for reply to the complaint or action to be taken. Follows chain of command in order to address EMS-related work performance of department personnel. Keeps informed on modern methods of emergency medical work, and any local situations in which emergency medical services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to recommend changes in department's EMS operations.

Responds to fire or emergency calls to direct the emergency medical operations and supervises the use of medical equipment. Supervises fire company personnel providing emergency medical care to the sick or injured at the emergency scene or while in transit to medical facility. Uses appropriate communications

and medical equipment provided. Participates in and supervises EMS operations under the Incident Command System. Directs operations pertaining to emergency medical services at mass casualty and hazardous material incidents, as well as crime scenes involving personal injuries. Performs triage operations. Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program.

Develops an emergency medical service training program for the department and sees that such program is properly staffed and supplied with training resources and teaching materials. Provides for regular employee training at all levels within the department by scheduling employees for outside training, and supervising or conducting informal or on-the job training sessions. Conducts formal training classes in emergency medical services operations and in areas necessary to prepare personnel for certification in EMS. Evaluates effectiveness of training to determine the need for additional training or changes. Consults and works with doctors, medical professionals and department personnel to critique and improve the development of EMS procedures and field operations.

Determines what information should be included in EMS records and in what form this information should be kept. Personally completes and supervises the preparation and maintenance of emergency medical services records, reports and forms. Supervises the filing system of EMS records and reports and files as needed. Holds meetings with department personnel for the purpose of receiving and reviewing reports and disseminating information on emergency medical services. Writes narrative reports on any areas related to the operation of EMS or to the training of personnel in emergency medical services procedures, including operational reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Reviews official emergency medical service correspondence and responds according to departmental procedures.

Provides for accounting of all monies and assets assigned to the Emergency Medical Service Division. Gathers information regarding EMS needs and expenditures to be used in compiling budgets. Prepares and submits to the Fire Chief a divisional operating budget. Recommends purchases and maintains inventory of emergency medical services equipment and supplies. Authorizes expenditures of funds for EMS operations, ensuring that such expenditures are in accordance with the budget. Writes requests for grants or other special funds. Develops specifications for new emergency medical equipment for the Fire Chief's review.

Manages the general care, maintenance and use of emergency medical services equipment and all other related division property. Inspects equipment and personnel assigned to perform emergency medical services. Checks all emergency medical equipment and arranges for repairs and maintenance if necessary. Maintains division inventory of supplies and equipment.

Reorders EMS supplies and equipment, and manages the disbursement of such supplies and equipment.

Promotes a positive public image of the fire department and of the Emergency Medical Services Division. Communicates in person or by telephone with other medical professionals, the public, and the news media in order to answer questions, address complaints and discuss division operations or training. Serves as liaison between fire service medical operations and area hospitals. Coordinates the EMS work of the department with other government and public safety agencies on projects of mutual concern. Gathers information requested by courts, attorneys, or other authorized persons as directed. Attends official meetings, conducts workshops, delivers speeches, and meets with civic and governmental groups regarding the Emergency Medical Service of the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must have at least five (5) years of full-time emergency medical services experience, at least two (2) years of which must include fire suppression operations.

Must possess certification as Emergency Medical Technician-

Paramedic.